

INITIAL REGISTRATION REQUIREMENTS - SECURITIES ISSUER

(Reg. ss. 13 (g))

1. Payment of appropriate annual fee (Reg. Schedule 1)
 - A. Business registration of \$600.00;
 - B. \$100.00 for each branch of the applicant in Nova Scotia at the date of the application;
 - C. \$300.00 per salesperson, partner or officer seeking registration;
 - D. \$100.00 per amendment of registration. This amount is payable per change indicated;
 - E. After registration, the same fees are payable each December 31st. Late filing of fees, financial information, or important amendments may lead to temporary termination of registration.

Applicable fees are made payable to the Minister of Finance, Province of Nova Scotia.

2. Completed Form 3 for the business entity making application (Reg. s. 45). In conjunction with this form, complete list of all shareholders together with their shareholdings, as well as a list of all officers and directors of the firm indicating each individual's full name, position(s) held within the firm, whether they are to be trading or non-trading, and whether they are resident or non-resident of Nova Scotia.
3. Completed Form 33-109F4 for each officer, director or partner and salesperson of the applicant firm. A completed RCMP police check form must also accompany each form filed.
4. Certificate of good standing under the Corporations Registration Act or the Partnerships and Business Names Registration Act, as applicable.
5. Disclosure of the established fiscal year-end of the applicant.
6. A signed copy of a letter of direction to the applicant's auditors authorizing them to act at the request of the Nova Scotia Securities Commission to conduct an audit of the applicant's books, the expenses of which will be paid by the applicant (Reg. ss. 58(1)).
7. The filling of a prospectus and the issuance of a receipt therefor.
8. A certified copy of a resolution of the directors of the applicant stating that full consideration has been given to the amount of bonding or insurance necessary (Reg. ss. 24(4)).
9. Insurance coverage in the form of a broker's blanket bond in a minimum amount of \$10,000.00 or a higher amount if the Registrar so requires (Reg. ss. 24(3)).
10. A letter signed by the officer or partner in charge, giving that person's name and title, and acknowledging responsibility for an cognizance of the supervisory procedures and requirements contained in Part II of the Regulations - Registration Requirements (Reg. ss. 30 & 31), sections 31 to 39 of the Act and Sections 42 to 56 of the Act.
11. A letter stating whether the applicant has a direct or indirect interest in another registrant and if so, the nature of that interest.
12. The applicant must establish a business office in Nova Scotia with a manager of the business office who shall be a permanent resident of Nova Scotia and approved by the Registrar (Reg. ss. 22(1)). A Form 4 is required to be filed for the manager together with a letter from the applicant and the manager explaining the person's qualification to act as a manager or proof that the person has completed the Branch Manager's course. A fee of \$300.00 must also accompany the registration.

13. If the Applicant does not intend to establish a business office in Nova Scotia, then the Applicant must complete the **Ruling under Subsection 20 (2) of the Securities Rules**. The Ruling must be delivered with the original registration package.
- Along with the **Ruling under Subsection 20 (2) of the Securities Rules**, the Applicant must also complete the **FORM OF SUBMISSION TO JURISDICTION AND APPOINTMENT OF AGENT FOR SERVICE OF PROCESS BY A NON-RESIDENT DEALER**. These forms must be completed by any Dealer that will not have a business office in Nova Scotia.

Note: Where an application does not comply substantially with these requirements, or with the Act and Regulation, the application will be returned without comment, and must be re-filed. This will also apply to subsequent amendments to registration.